



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
120 ARMY PENTAGON
WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-7, Processing and Control Procedures for Decentralized Advancements and Semi-Centralized Promotions

1. Reference: AR 600-8-19, Enlisted Promotions and Reductions.
 2. Purpose. This memorandum provides guidance and defines the responsibilities in the processing and completion of all related enlisted promotion documents.
 3. In accordance with AR 600-8-19, the following suspense is established for the turn-in of promotion related documents to the Military Personnel Service Center (MPSC). A memorandum from the agency with full justification is required for the submission of late documents.
 - a. Enlisted Promotions Report (AAA-294) – Suspense is no later than (NLT) the 10th of the month prior to the month the promotion board convenes. (Example – board scheduled to convene in February, documents submitted in January).
- (1) Agency Point of Contact (POC) will retrieve the AAA-294 report monthly from Electronic Military Personnel Office (E-MILPO).
- (2) The agency will review, annotate, and authenticate report. Agencies will also ensure Soldiers are fully qualified in their PMOS prior to signing authenticating the report.
- (3) Time in-Grade and Time in-Service may be waived by the commander.
- (4) Agency POC(s) will submit the promotion packet (AAA-294 and request to appear before a promotion board memorandum), NLT the suspense established in Para 3a above. The packet will include the commander duty performance points, results of the latest record Army Physical Fitness Test (APFT), latest weapon qualification score, and civilian education transcripts. Awards and military education are a part of the record, however, it is up to the Soldier to insure that all documentation are in their file.

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(5) For Soldiers fully eligible but not recommended, the agency must complete counseling documents and forward them to the promotion authority for final decision.

(6) Once a Soldier has not been recommended for promotion and counseled, the agency will not continue to provide this information. Copies of the Soldier's periodic counseling (at least quarterly), will be provided to the promotion authority until the Soldier is recommended for promotion or is no longer eligible.

b. Promotions to PV2, PFC, and SPC will be made automatically by the Total Army Personnel Database (TAPDB) for posting to the SIDPERS Personnel File (SPF) and Master Military Pay File (MMPF).

(1) If the agency elects not to recommend a Soldier for advancement on the projected date of automatic promotion, a DA Form 4187 must be prepared NLT the 20th of the month preceding the month of promotion. Forward two copies of the DA Form 4187 (1-Promotion Work Center, 1-MPRJ) to the MPSC with the monthly AAA-117 (Enlisted Advancement Report). When the agency denies a Soldier promotion on the advancement report, he or she may promote the Soldier on the next AAA-117 provided the Soldier is otherwise qualified.

(2) The DA Form 4187 denying the promotion (in lieu of DA Form 268) will be used by the agency to initiate a flag transaction using "PA" as the Reason/Report Code to input the transaction into SIDPERS. This transaction will prevent the automatic promotion. The flag must be closed using Reason/Report Code "PD", NLT the second working day following the date the Soldier would have been automatically promoted.

(3) Soldier(s) flagged or barred from reenlistment at the required time for automatic promotion and later recommended, require a DA Form 4187 for submission of a grade change (GRCH) transaction to be promoted.

c. Request for Reevaluation will be submitted in a memorandum format and received at the MPSC no later than the 20th of the month. The memorandum will include the commander duty performance points and a copy of the Soldier's most recent APFT and weapon's qualification card, which must be validated by the agency or his/her representative.

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4. This office does not retain the authority to grant exceptions to Department of the Army policy. The established suspense's must be met to ensure Soldiers of your organization are promoted in a timely manner.
5. This memorandum supersedes MILPER Policy Memorandum 00-7, dated 23 March 2004.
6. The proponent for this policy memorandum is the Personnel Records Division, Military Personnel Service Center at (703) 602-0478.

A handwritten signature in black ink, appearing to read "D. J. Logan, Jr.", with a stylized flourish extending to the right.

D. J. LOGAN, Jr.
Chief, Military Personnel Division

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